

Pathlore User Job Aids

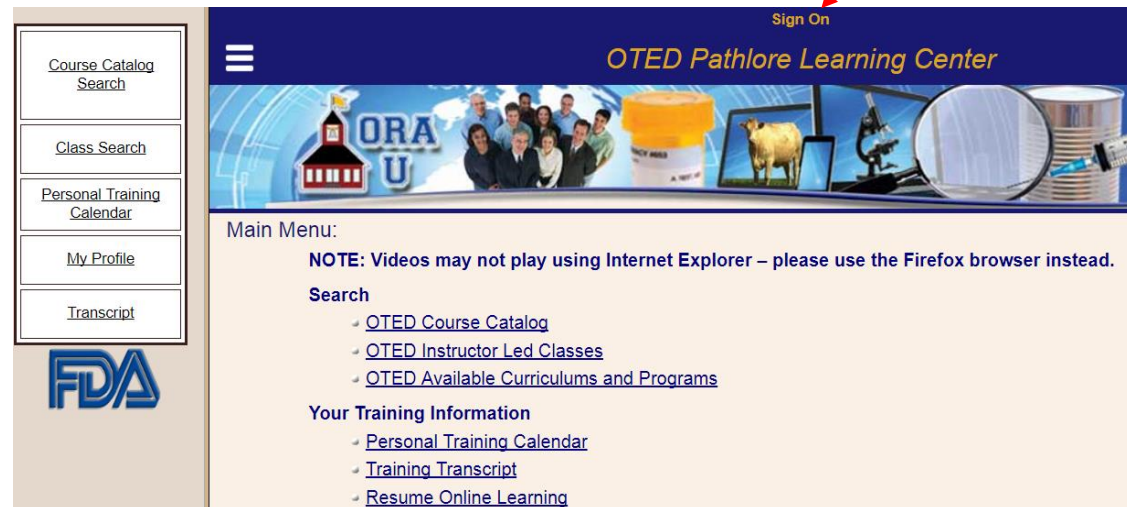
- [Logging into Pathlore for the First Time](#)
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Logging into Pathlore for the First Time

Click on the link or copy and paste it into your Internet browser to go to Pathlore.

<https://orauportal.fda.gov/stc/ORA/>

On the Pathlore home page select the "Sign On" link at the top of the screen.



- (1) If you know your Login ID and password enter them in the login boxes.
- (2) If you do not know your user ID, or have forgotten it, choose the "Click here to Retrieve Login ID" link.

Home

Sign On

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FDA

Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

Click Here to Retrieve Login ID Reset Password

OK Sign Off

1

2

Enter your email address and select 'OK'. If the email address is found in the system, your Login ID will be emailed to you.

If you do not receive your temporary password within 15 -20 minutes, please contact the Pathlore Help Desk:
orau@ora.fda.gov

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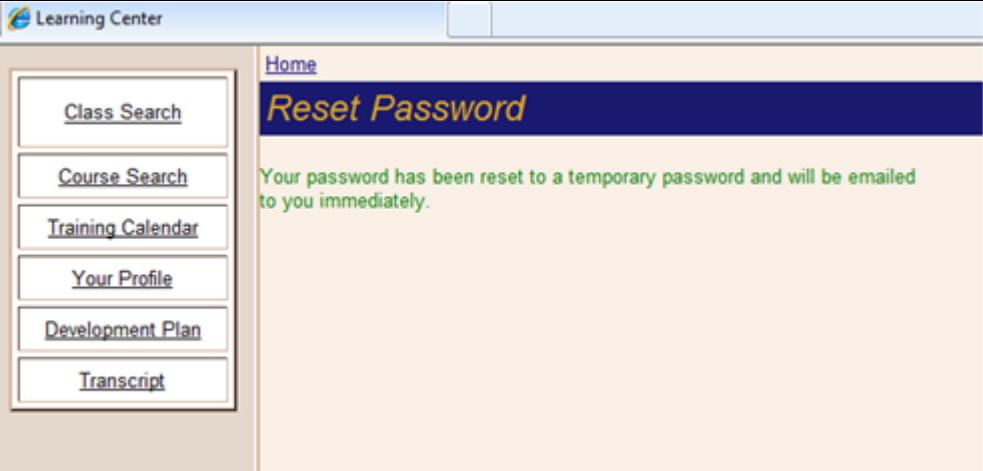


FDA

Request Login ID

Please enter your email address to verify your account in the LMS. If found, your Login ID will be emailed to you

Email Address: *

OK Cancel

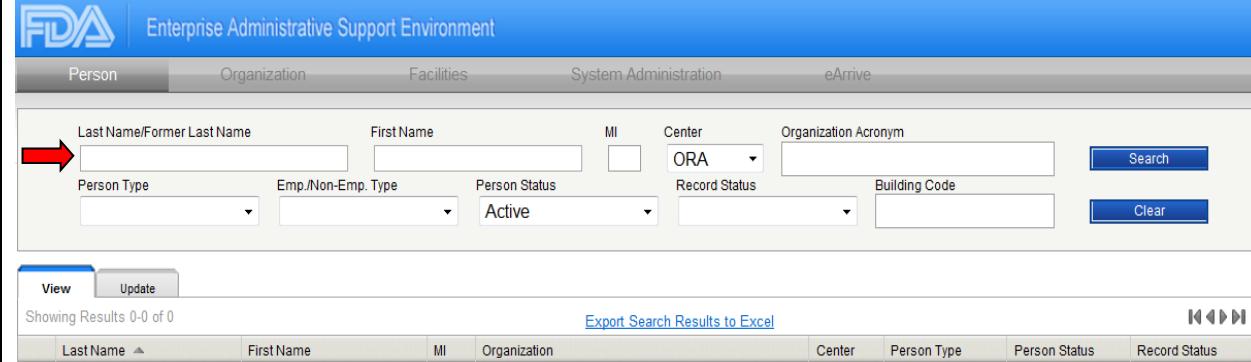
		
<p>Select "Sign On" to return to the log-in page. Enter your EASE ID and temporary password then select OK.</p>		
<p>After logging in you will be required to change your password. Passwords require eight or more characters, contain at least one upper and lower case letter and one special character.</p>		

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Finding your Pathlore User Name

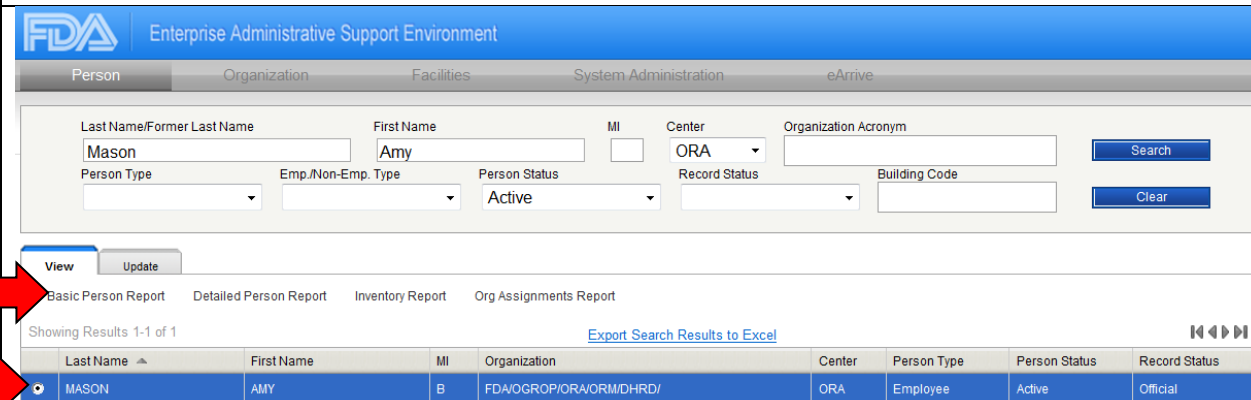
Your user name is your EASE ID. If you do not know your EASE ID, follow these steps to find it.

Go to the EASE search page (<http://adminapps.fda.gov/ease/person.iface>) and input your last name and/or first name, then select 'Search'.



The screenshot shows the 'Enterprise Administrative Support Environment' search page. The 'Person' tab is selected. The search form includes fields for Last Name/Former Last Name, First Name, MI, Center (set to ORA), and Organization Acronym. A red arrow points to the Last Name/Former Last Name field. Below these are dropdown menus for Person Type, Emp./Non-Emp. Type, and Person Status (set to Active). There are 'Search' and 'Clear' buttons. Below the form, there are 'View' and 'Update' buttons, and a message 'Showing Results 0-0 of 0'. A link 'Export Search Results to Excel' and navigation icons are also present.

Select your name from the search results (1) and report options will appear (2). Choose either Basic Person Report or Detailed Person Report.



The screenshot shows the same search page, but with 'Mason' entered in the Last Name field and 'Amy' in the First Name field. The 'Search' button has been clicked, and the results show 'Showing Results 1-1 of 1'. Below the search form, there are report options: 'Basic Person Report', 'Detailed Person Report', 'Inventory Report', and 'Org Assignments Report'. A red arrow points to the 'Basic Person Report' option. Below the report options is a table with the following data:

Last Name	First Name	MI	Organization	Center	Person Type	Person Status	Record Status
MASON	AMY	B	FDA/OGROP/ORA/ORM/DHRD/	ORA	Employee	Active	Official

In the report you will see the field with your EASE ID.

General Information

Last Name:
First Name:
MI:
Goes By (Name):
E-mail Address:
Job Title:
EASE ID:
PHS Serial Number:

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Resetting a forgotten password

Go to the LMS main page and
Select the Sign On link in the upper
center.



On the sign on page select “Reset
Password”.



Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

[Click Here to Retrieve Login ID](#) [Reset Password](#)

Enter your email address and Login ID. Your temporary password will be emailed to the email address, if it matches an email address and Login ID in Pathlore.

Select "Home"

If you do not receive your temporary password within 15 -20 minutes, please contact the Pathlore Help Desk:
Appsdesk@fda.hhs.gov

Home

[Course Catalog Search](#)

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FDA

Sign On

Learning Center Sign On

Password Reset

Please enter your email address and Login ID to reset your password

Email Address: *

LOGIN ID: *

Learning Center

[Home](#)

Reset Password

Your password has been reset to a temporary password and will be emailed to you immediately.

Once you receive your temporary password return to the log-in page and enter your user ID and temporary password then select OK.

Home

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FDA

Sign On | Sign Off

Learning Center Sign On

Please sign on:

EASE ID:

Password:

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After logging in you will be asked to change your password.

Password format requirements are: must be 8 or more characters, and contain at least one upper case, one lower case, and one special character.

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Searching for Courses/Classes

Go to the Pathlore welcome page:
<https://orauportal.fda.gov/stc/ORA>

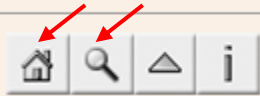
You can use the search function without logging into Pathlore or after you log in.

To search for courses choose “Course Search” or “OTED Course Catalog.” These options will both take you to the course search page.

** This search will return results containing course description, objectives and general prerequisites.

The shortcut buttons at the bottom of the page can also be used to return to the home page (1) or go to the course search page (2).

1 2



On the course search page you can choose the parameters to search including key words, course ID and category.

Home

Course Search

Select the category or search the names of courses for specific words.

Search

Search For: **Search** [Past Searches ▾](#)

Find training that has: ☒ All of these words
☐ One or more of these words

Additional Search Options

Category:

Course Identifier:

Type of Course:

Instructor:

Limit scheduled training to the following date range

From (today or later) 07/28/2014 To

Recent **Favorites**

There are no recently accessed items to display yet.

FDA

To search for a specific Instructor led class, choose "Class Search" or 'OTED Instructor Led Classes.'

Sign On

OTED Pathlore Learning Center

ORA U

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser instead.

Search

- OTED Course Catalog
- OTED Instructor Led Classes
- OTED Available Curriculums and Programs

Your Training Information

- Personal Training Calendar
- Training Transcript
- Resume Online Learning

On the class search page select "All Classes." (1)
If you would like to search for a specific topic or subject, Input keywords you would like to search. (2)
Select the date range you would like to search. (3)

** This search will include detailed information about classes including dates, times and locations.

Home

Amy Mason Class Search

Select the category or search the names of classes for specific words and limit the range of class start dates.

All Classes

Search for these words:

Search All Words ☒ Search Any Words ☐ Locator Number: ☐

From (today or later) 07/28/2014 To 12/12/2041

GO!

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Class Self-Nomination

Locate the class you wish to register for through the class search function.



Sign On

OTED Pathlore Learning Center

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My Profile

Transcript

FDA

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser instead.

Search

- OTED Course Catalog
- OTED Instructor Led Classes**
- OTED Available Curriculums and Programs

Your Training Information

- Personal Training Calendar
- Training Transcript
- Resume Online Learning

When you locate the class, choose the “SELECT” button next to the class title.



Select a class for more information or to change a registration. [Search Again](#) | [Calendar View](#)

	Course ID	Class Name	Start Date ▲	End Date	Type of Course	CEUs	Commodity Area	Training Officer	Available Seats	Class Location City	Class Loc. State
SELECT	LB227	Sensory Analysis of Seafood Products	01/23/2017	01/27/2017	Classroom	0.00	Laboratory	JoAnn Hittie	3	Long Beach	CA
SELECT	DV201	Basic Medical Device	01/23/2017	02/03/2017	Classroom	0.00	Medical Devices	Annette Debisette	14	Raleigh	NC
SELECT	MP101	Basic Food and Drug Law	01/23/2017	01/27/2017	Classroom	3.40	Multi-Programs	Ronan King	16	Phoenix	AZ
SELECT	ER220	Traceback Investigations	01/24/2017	01/27/2017	Classroom	0.00	Emergency Response & Investigations	Allen Gelfius	24	Los Angeles	CA
SELECT	LB405	Advanced Real-Time PCR	01/24/2017	01/27/2017	Classroom	0.00	Laboratory	Holly Rhodes	0	Atlanta	GA
SELECT	FD202	Conducting Acidified Food Inspections	01/24/2017	01/26/2017	Classroom	3.30	Food	Jody Robinson-Ng	6	New York	NY

If you are not logged into Pathlore the class information will appear but you will need to click the “For registration information click here” option.

When you select this link you will be taken to the login page.

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Home > Class Search > All Classes

Basic Food and Drug Law

Supervisory concurrence is required for this class.

[For registration information, click here](#)

Class Detail | **Equivalents**

[Course Description](#) | [General Prerequisites](#)

Objectives and Audience

Objectives:

1. Identify and locate the appropriate statutory sections for FDA regulated commodities, sanctions provided for by the statute, and various violative categories of regulated products;
2. Determine what is a food, drug, cosmetic, device, food additive, dietary supplement, and biological product under the applicable statutes;
3. Interpret the meaning of certain sections of the Food, Drug, and Cosmetic Act using precedent-setting cases presented in class;
4. Differentiate between FDA Policy, Regulation and Law;
5. Identify the enforcement tools provided for under the statutes enforced by FDA;
6. Identify the basic elements that must be developed to initiate import actions, seizure, injunction, criminal penalties, and license suspension or revocation;
7. Determine how products may be violative
8. Identify the statutory basis for inspectional and sampling authority
9. Apply this knowledge by increasing the quality and independence of their assigned work after the course.

Target Audience:
This course is designed for new FDA Investigators, Inspectors, and Laboratory Analysts.

Class Data

Course ID: MP101
Class Name: Basic Food and Drug Law
Start Date: 08/04/2014
End Date: 08/08/2014
Start Time: 08:00 AM
Class Location City: New Orleans
Class Loc. State: LA
Commodity Area: Multi-Programs
Type of Course: Classroom
CEUs: 3.40
Class ID: 0000051797

After logging in you will be directed back to the class information page and registration information will appear.

This page will also display your status in the class (if you are already self-nominated) and if there is space available.

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Home > Class Search > All Classes

Basic Food and Drug Law

Supervisory concurrence is required for this class.

Status in class: None

Registration approval is required for this class.

Cannot enroll: group's allocation for seats is full.

Class Detail

[Course Description](#) | [General Prerequisites](#)

Objectives and Audience

Objectives:

1. Identify and locate the appropriate statutory sections for FDA regulated commodities, sanctions provided for by the statute, and various violative categories of regulated products;
2. Determine what is a food, drug, cosmetic, device, food additive, dietary supplement, and biological product under the applicable statutes;
3. Interpret the meaning of certain sections of the Food, Drug, and Cosmetic Act using precedent-setting cases presented in class;
4. Differentiate between FDA Policy, Regulation and Law;
5. Identify the enforcement tools provided for under the statutes enforced by FDA;
6. Identify the basic elements that must be developed to initiate import actions, seizure, injunction, criminal penalties, and license suspension or revocation;
7. Determine how products may be violative
8. Identify the statutory basis for inspectional and sampling authority
9. Apply this knowledge by increasing the quality and independence of their assigned work after the course.

You must be logged in to register for a class. If you are logged in, registration options will appear once you are on the class details page.

To request registration for the class you need, select the “Nominate yourself for this class” link.

Supervisory concurrence is required for all OTED classes.

After selecting the “Nominate yourself for this class” link you will see this page.

If you choose “No” you will be returned to the class details page.

Conducting Acidified Food Inspections



Supervisory concurrence is required for this class.

Status in class: None
Registration approval is required for this class.

[Class Schedule](#)

[Nominate yourself for this class](#)

Class Detail | Prerequisites

[Course Description](#) | [General Prerequisites](#) | [Course Announcement](#)

Objectives and Audience
Objectives

1. Apply the principles and concepts of acidification processes to assigned inspections both foreign and domestic
2. Identify buffering capacity of food products when dealing with acidification processes
3. Evaluate container closures and defects
4. Interpret the regulations (21 CFR 108, 114) to determine if the firm is processing an acidified food

01/24/2017 Conducting Acidified Food Inspections




Registration approval is required for this class. By clicking Yes below, you are confirming that you have obtained preliminary Supervisory Concurrence for this class.

Add yourself to the class waiting list?

If you choose "Yes" you will be taken to the following page.

Please read the instructions at the top of the page to determine whether to input 'Y' or 'N' for the required field 'Funding Memo Required?'

Fill in the optional fields, and then click 'OK' if you wish to proceed.



*****NEW INSTRUCTIONS: THE FUNDING MEMO QUESTION BELOW REQUIRES AN ANSWER***** Answer "Y" if: 1) You are a BUE (Bargaining Unit Employee) and the class site exceeds 45 miles from both your duty station & residence; 2) You are a non-BUE employee and the class site exceeds 50 miles from both your duty station & residence; OR 3) You will incur expenses (e.g., mileage, tolls, parking) in excess of your regular commute costs. Answer "N" if none of the above situations apply, or if self-nominating for a web-based course. Funding memos are not issued for virtual classes.***** NOTE: Emergency contacts are kept confidential and called only if you become ill or injured while in training.

Funding Memo Required?: *

Special Accommodations:

Emergency Contact Name:

Emergency Contact Phone:

After selecting "OK" you will be taken to the class details page with your updated status.

You will receive a follow-up notification when your request is either approved or denied by your Program Training Officer.



Conducting Acidified Food Inspections

Supervisory concurrence is required for this class.

[Approver Information](#)

Status in class: **WaitListed-Approval Needed**
Registration approval is required for this class.

[Class Schedule](#)

[Course Description](#) | [General Prerequisites](#) | [Course Announcement](#)

Objectives and Audience
Objectives

1. Apply the principles and concepts of acidification processes to assigned inspections both foreign and domestic
2. Identify buffering capacity of food products when dealing with acidification processes
3. Evaluate container closures and defects
4. Interpret the regulations (21 CFR 108, 114) to determine if the firm is processing an acidified food


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Viewing a Personal Training Calendar

Log into Pathlore:

<https://orauportal.fda.gov/stc/ORA/>

Select the link for Personal Training Calendar from either menu location.



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Sign On

OTED Pathlore Learning Center

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser instead.

Search

- OTED Course Catalog
- OTED Instructor Led Classes
- OTED Available Curriculums and Programs

Your Training Information

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FDA

To return to your entire transcript in list format, click on the 'Training Transcript' link in the upper right.



February 2017

Training Transcript

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 LB504 FDA/Food Emergency Response Network - Virology, session 1, 08:00 AM- 04:30 PM	7	8	9	10	11
12	13	14	15	16	17	18

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Viewing Transcripts

After logging into Pathlore choose the "Transcript" link in the left menu.

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Your transcript will be displayed on the following page.

You can also view your training calendar and add self-reported training from this page.

Training Transcript

Select a class for more information or to change a registration.

☐ Show Self Reported Training Only

Course Code	Name	Start Date	End Date	Status	CEUs
TBC01	FOA Module on Food Allergens	12/01/2013	11/30/2014	Enrolled	0.00
TBC02	National Shellfish Sanitation Program Overview	12/01/2013	12/01/2014	Finished	0.00
AD120	Compensatory Time Keeping DHRD	09/01/2013	09/07/2014	Finished	0.00

[Add Self Reported Training](#) | [Personal Training Calendar](#)

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Add Self-Reported Training

After logging into Pathlore choose the "Transcript" link in the left menu.



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OTED Pathlore Learning Center

Main Menu:

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Your transcript will be displayed on the following page.

In the upper right hand corner, click on the link to 'Add Self-Reported Training'.



Training Transcript

Select a class for more information or to change a registration.




[Add Self Reported Training](#) | [Personal Training Calendar](#)

☐ Show Self Reported Training Only

	Course Code	Name	Commodity Area	Type of Course	Start Date	End Date	Status	CEUs
SELECT	FD8004W	Reduced Oxygen Packaging at Retail	Food	Online Content	12/01/2016	01/01/2018	Finished	0.00
SELECT	FD8007W	Shellfish Tanks at Retail	Food	Online Content	10/01/2016	10/01/2017	Finished	0.00
SELECT	MP150	Basics of Auditing for Regulators - Exam		ComplianceWire	08/01/2016	08/31/2016	Finished	0.00

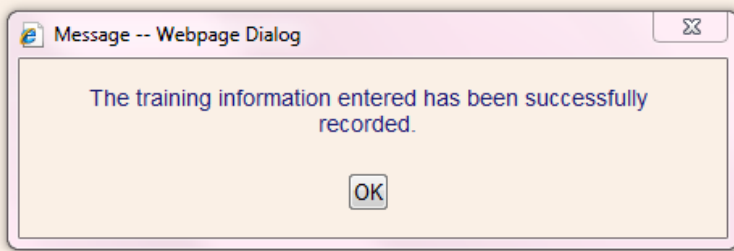
Fill in each field on this page.
The fields with asterisks indicate
required information. Select
“Save” when you have completed
your entry.

Add Self Reported Training

Course Identifier: *	<input type="text"/>
Class Name: *	<input type="text"/>
Start Date (MM/DD/YY): *	<input type="text"/> 
End Date (MM/DD/YY): *	<input type="text"/> 
Registration Status: *	<input type="text"/>
Type of Course:	<input type="text"/>
Brief Description:	<input type="text"/>
CEUs: *	<input type="text"/>
Contact Hours:	<input type="text"/>
Class Location City:	<input type="text"/>
Class Loc. State:	<input type="text"/> 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

You will see this window.

After Selecting the “OK” button
you will be returned to your
transcript.



Self-reported events can be
edited or deleted from your
transcript using these two icons.



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Printing Your Transcript

After logging into Pathlore choose the "Transcript" link in the left menu.

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Once on your transcript page go to "File" on the top menu bar and choose Print.

Learning Center - Windows Internet Explorer

http://oraportal.fda.gov/stc/ORA/psciis.dll?linkid=508251&mainmenu=ORA&top_frame=1

File Edit View Favorites Tools Help

New Tab Ctrl+T

Duplicate Tab Ctrl+K

New Window Ctrl+N

New Session

Open... Ctrl+O

Edit with Microsoft Word

Save Ctrl+S

Save As...

Close Tab Ctrl+W

Page Setup...

Print... Ctrl+P

Print Preview...

Send

Import and Export...

Properties

Work Offline

Exit

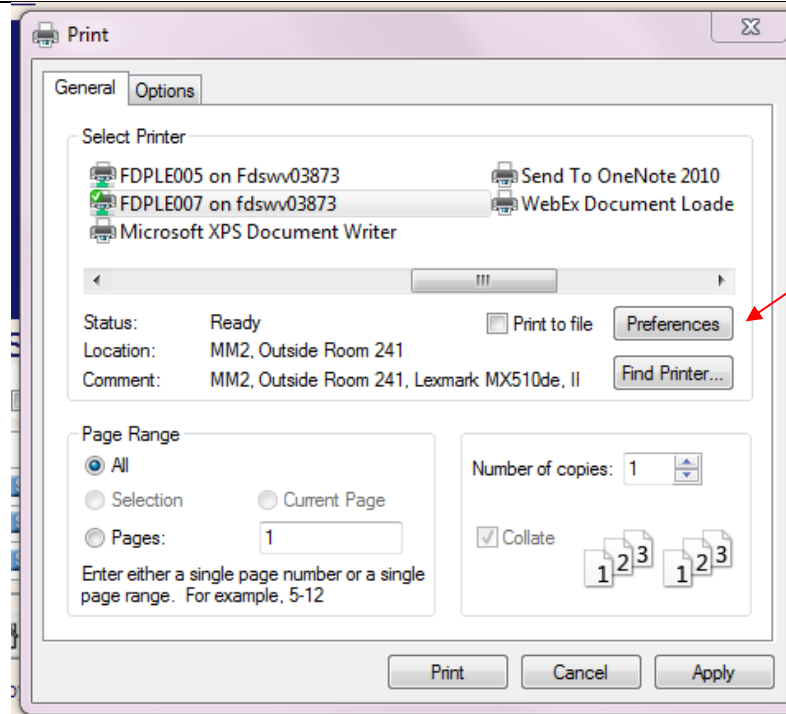
Select a class for more information or to change a registration.

Show Self Reported Training Only

Course Code	Name
TBD1	FDA Module on Food Allergens
TBDONLINE	National Shellfish Sanitation Program Overview
AD120	Compensatory Time Keeping DHRD

To print your transcript you will need to change your printer options to print in landscape format.

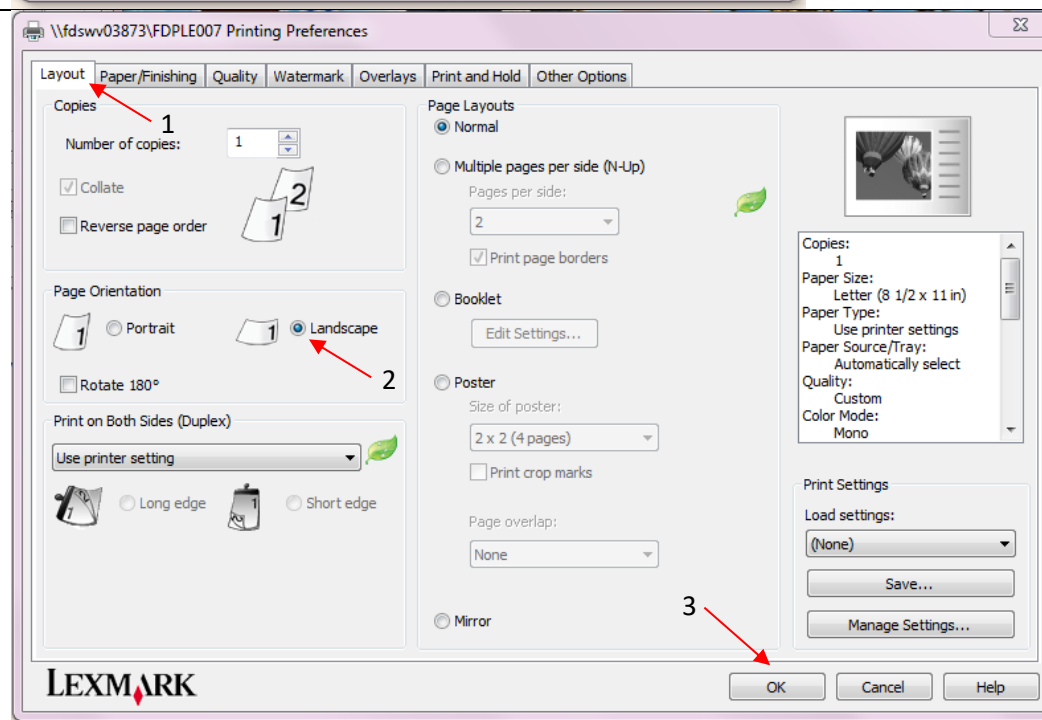
To change your printer options choose "Preferences."



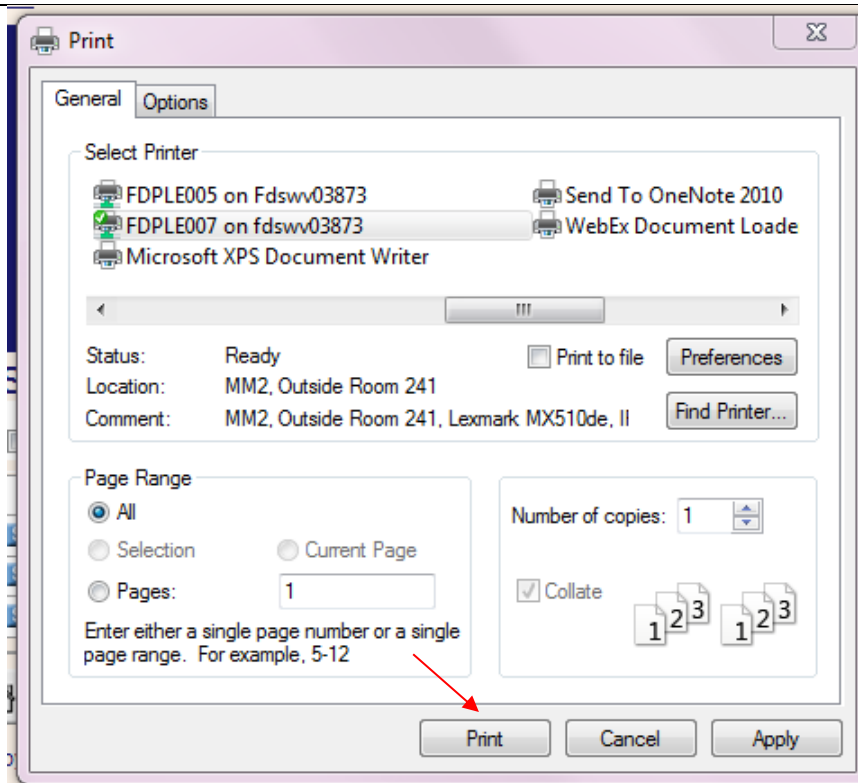
Choose the "Layout" tab. (1)
This window may look different depending upon the type of printer you are using.

Under the layout tab you will see options for "Portrait" and "Landscape," choose the landscape option. (2)

Select "OK." (3)



Select "Print."



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System Help/Support

Contact Information

Additional information and job aids can be found on the OTED LMS page:

<http://inside.fda.gov:9003/EmployeeResources/Training/ORAGeneralInformation/ucm404648.htm>

If you are experiencing a problem or have questions about Pathlore please contact our new streamlined Help Desk for assistance.

ORA Applications Helpdesk

240.247.8803 or 866.807.ERIC (3742) option 1 then 2

Email: Appsdesk@fda.hhs.gov